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PERMIT NO. G-48

## EXEMPT ORGANIZATIONS

Exempt Organizations (EO) offers specialized assistance to charitable, religious, and educational organizations, civic associations, labor organizations, business leagues, social clubs, fraternal organizations, and private foundations. EO's programs help these customers understand and comply with the tax laws and regulations governing exempt organizations. Please use the following EO services to get direct assistance:

### EO Customer Account Services

**(877) 829-5500**

Monday - Friday, 8:00 a.m. - 6:30 p.m. EST

Call toll-free with questions on issues such as the status of your application for exemption, the effective date of your exemption, tax rules for your organization, your organization's filing requirements, and other account-related issues.

### EO Web site

**[www.irs.gov/eo](http://www.irs.gov/eo)**

Access this site for technical guidance articles, a calendar of EO education events, news releases, forms and filing information for exempt organization representatives.

### EO Mailing Address

**Internal Revenue Service**

**TE/GE Customer Account Services**

**P.O. Box 2508**

**Cincinnati, OH 45201**

Send us your inquiries.

Internal Revenue Service  
TE/GE Division  
1111 Constitution Ave, NW  
Washington, D.C. 20224  
OFFICIAL BUSINESS

**FREE  
WORKSHOP**

INTERNAL REVENUE SERVICE  
TAX EXEMPT AND GOVERNMENT  
ENTITIES (TE/GE)

# EXEMPT ORGANIZATIONS

FREE, ONE-DAY  
WORKSHOP  
FOR SMALL AND  
MID-SIZED  
TAX-EXEMPT  
ORGANIZATIONS

**Harrisburg, PA**  
**June 3, 2003 or**  
**June 4, 2003 or**  
**June 5, 2003**



Department of the Treasury  
Internal Revenue Service

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Catalog Number 35538P

[www.irs.gov](http://www.irs.gov)

## FREE WORKSHOP

**The Tax Exempt and Government Entities  
Division of the Internal Revenue Service  
invites you to a free, one-day workshop  
designed for small and mid-sized tax-  
exempt organizations.**

**Location:** Harrisburg, PA

**Date:** Tuesday, June 3, 2003 or  
Wednesday, June 4, 2003 or  
Thursday, June 5, 2003

**Time:** 9:00 a.m. to 5:00 p.m.

The workshop, presented by experienced Exempt Organizations Revenue Agents, will explain what tax-exempt organizations must do to keep their tax exempt status and comply with tax obligations.

### WORKSHOP TOPICS

#### Exemption and filing requirements

Basic requirements for the most common types of exempt organizations. Tips on record-keeping and on completing and filing Form 990.

#### Unrelated business income tax

The definition of unrelated business income, common examples, and common exceptions. Filing requirements for Form 990-T.

#### Public inspection and disclosure

Overview of the information available for public inspection. Disclosures required for fundraising solicitations.

#### Employment taxes

Classification of employees, taxable payments, filing requirements.

#### Gaming activities

Reporting requirements for exempt organizations participating in gaming activities. Types of taxes assessed on gaming activities.

#### Audit process

Types of IRS audits, records required, and how the process works.

This workshop does not cover how to apply for tax-exempt status. For additional information on the exemption application process, please contact IRS Customer Account Service.

### REGISTRATION INFORMATION

**You may call or e-mail your registration.**

**Call: IRS Tax Exempt and Government Entities  
Customer Services  
(877) 829-5500 (toll-free)**

- Select the "Exempt Organizations" option
- Tell the representative you want to register for an Exempt Organizations workshop.

**E-mail:** ■ Point your browser to  
[www.irs.gov/charities/topic/index.html](http://www.irs.gov/charities/topic/index.html)  
■ Click "Calendar of Events" in the Topics list.  
■ Download and complete the registration form for the "EO Workshop"  
■ E-mail the form to: [tege.eo.ceo@irs.gov](mailto:tege.eo.ceo@irs.gov)

*No more than two attendees from the same organization, please.*

To confirm your registration, we will send you a letter with a map and directions to the location of the workshop. The workshop site is accessible to persons with disabilities and has ample parking available.

The workshop will be limited to approximately 75 attendees and will be filled first-come, first-served. **If your plans change, please call Customer Service at the toll-free number above to cancel a confirmed registration so that we may offer your space to another.**